

TOWN OF

DARIEN, CONNECTICUT

EMERGENCY OPERATIONS PLAN

ANNEX "A"

DIRECTION AND CONTROL

EMERGENCY OPERATIONS CENTER

AND

INCIDENT COMMAND SYSTEM

Submitted By:

Approved By:

John Jordan, Director
Darien Emergency Management

Robert F. Harrel, Jr., First Selectman

Date: _____

Date: _____

TABLE OF CONTENTS

	Page #
APPROVAL	Cover
TABLE OF CONTENTS	2
I. PURPOSE	3
II. SITUATIONS AND ASSUMPTIONS	
A. SITUATION	3
B. ASSUMPTIONS	3-4
III. CONCEPT OF OPERATIONS	4
A. ACTIVATION	4-5
B. CENTRALIZED FUNCTIONS (EOC)	5
C. ON-SCENE CONTROL - INCIDENT COMMAND SYSTEM (ICS)	5-7
D. TRANSITIONAL RELATIONSHIPS	7
IV. ORGANIZATION AND RESPONSIBILITIES	7-16
V. ADMINISTRATION AND LOGISTICS	16-17
VI. ANNEX DEVELOPMENT AND MAINTENANCE	17
VII. PROMULGATION	17
VIII. AUTHORITY	17
ATTACHMENTS	
1. EOC STAFFING ASSIGNMENTS	18
2. LIST OF SPECIAL LOCATIONS	19-20
3. LOG AND MESSAGE PROCEDURES	21

DARIEN DIRECTION AND CONTROL ANNEX

I. PURPOSE

- A. To outline the concept of managing and coordinating large scale emergency operations.
- B. To establish plans and procedures for the operation of the Emergency Operations Center (EOC).
- C. To establish provisions for obtaining, analyzing, and reporting operational information to support decision making in the EOC.
- D. To establish communications and coordination with adjacent local governments and the state government.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

- 1. The town is vulnerable to many types of disasters including: power failure, flood/ flash flood, winter storm, coastal storm, hurricane/tropical storm, air accident, rail accident, tornado, and in transit hazardous materials incident/accident.
- 2. Darien's Emergency Operations Center (EOC) is located in the Police Department, on Hecker Avenue. Another alternate Emergency Operations Center may be set up by, or upon the direction or approval of, the First Selectman if the nature of the emergency or disaster requires it.
- 3. The Emergency Operations Center is an area with communication facilities over which the town government is able to discharge its emergency functions during natural or human caused disasters.
- 4. The Emergency Operations Center includes all those communication facilities necessary for direction and control during emergencies, as well as communicating with town department field forces and the state government. Communications supporting mutual aid with adjacent communities are accomplished through department dispatchers. Refer to the Communications Annex for specific radio frequencies used.

B. ASSUMPTIONS

- 1. An emergency or disaster can affect the town at any time. Incidents that can be handled by normal on duty resources should not be considered an emergency situation.

DARIEN DIRECTION AND CONTROL ANNEX

2. The Emergency Management Agency will not participate in emergencies that can be handled by normal on duty resources.
3. In large scale disaster situations, centralized direction and control is the most effective approach to emergency management operations. Many management activities can be controlled and coordinated from the Emergency Operations Center, thereby allowing field forces to concentrate on essential on scene tasks utilizing the Incident Command (ICS) System.
4. The Emergency Operations Center is the central coordinating point for obtaining, analyzing and retaining disaster information (logs, journals, history, damage/impact assessments, evacuee status, radiation dose, property damage, etc.).

III. CONCEPT OF OPERATIONS

The First Selectman, or anyone legally administering that office, is responsible for managing large scale emergency situations, mobilizing resources and ordering large scale evacuations.

The Emergency Management Director serves as a staff assistant to the First Selectman and is responsible for: the organization and management of the Emergency Operations Center; the establishment of communications facilities in the EOC; coordinating between departments; the coordination of all emergency activities; and for information collection, analyzing and reporting.

The Fire Chief or senior fire officer on scene (Incident Commander), is in charge of the disaster/emergency scene. The Fire Chief is charged with the responsibility for determining the need to evacuate specific sites or sections of the town. Evacuations or other protective actions may be ordered by the Fire Chief.

Radio operators from operational departments of the town, while under direct control of their own office and operating their equipment in the EOC, will be responsive to (1) the guidance of the town's Emergency Management Communications Officer to effect coordinated communications in an emergency, (2) to the procedures outlined in the town's Emergency Operations Plan, and (3) to the procedures outlined in this Annex. Radio communications procedures and frequencies are contained in the town's Communications Annex to the Emergency Operations Plan.

A. ACTIVATION

When the town government receives notice that an emergency response situation exists or an "increased readiness posture" is suggested, the following actions will be implemented upon the direction of the First Selectman.

DARIEN DIRECTION AND CONTROL ANNEX

1. Alert Emergency Operations Center staff as listed in Attachment 1 of this Annex.
2. Activate the EOC and Communications Center, and prepare to provide 24 hour coverage as necessary.
3. Call necessary department heads together for a briefing on the situation.

B. CENTRALIZED FUNCTIONS (EOC)

1. Notify departments that have dispatching service that Communications Center has been activated and provide telephone access numbers to those departments.
2. Ascertain that all communications equipment in the center is checked.
3. Ascertain that duty rosters, personnel assignments and staffing requirements for the communications center are adequate.
4. EOC personnel will acknowledge and authenticate all reports and report all rumors to the Emergency Public Information Officer.
5. Ascertain that adequate supplies, services and materials are available including arrangements for food, water, lighting and fuel to support EOC staff and personnel deployed to the disaster site.
6. Ascertain that operations logs and message handling procedures are adequate and that all personnel are familiar with the procedures.
7. The operations center will verify the effectiveness of warnings to special locations such as schools, nursing homes, major industries, institutions and places of public assembly. A Special Locations List is Attachment 2 to this Annex.
8. Resource control, except departmental resources, will be performed at the operations center by the Control and Coordination Group.

C. ON SCENE CONTROL - INCIDENT COMMAND SYSTEM (ICS)

1. The On Scene Control System (ICS) may be used in place of, or in conjunction with a centralized (EOC) system.
2. Responsibility for on scene direction and control of all response actions resides with the Incident Commander (IC).

DARIEN DIRECTION AND CONTROL ANNEX

3. The ICS will provide overall management at the incident site, including public safety and public information actions. The IC directs, controls and orders resources, including people and equipment.
4. Depending on the size and complexity of the incident, operations will be coordinated by the Operations Section Chief, who reports to the IC. This function is responsible for the tactical actions at the incident site.
5. The Planning Section Chief is responsible for coordinating the planning function, and reports to the IC. This function is also responsible for the collection, evaluation, dissemination, documentation, and use of information about the incident, as well as the status of resources used at the scene.
6. The Planning Section is also responsible for preparation of the Incident Action Plan. For small incidents this plan can be written or oral. Written action plans should be used: when resources from multiple agencies are being used, when several jurisdictions are involved, or when the incident will require changes in shifts of personnel and/or equipment.
7. The logistics function is coordinated by the Logistics Chief, who reports to the IC. This function is responsible for providing facilities, services, personnel, equipment, and materials for the incident.
8. The finance/administration function is coordinated by the Finance Section Chief, who reports to the IC. This function is responsible for the tracking of all incident costs, evaluating the financial considerations of the incident, and for any administrative duties not handled by the other functions.
9. During response operations the Incident Commander and staff are located in the Incident Command Post (ICP). The IC's staff may include:
 - A Safety Officer responsible for assessing the hazards response personnel may be exposed to, and developing measures to ensure personnel safety.
 - An Information Officer who is responsible for developing accurate and complete information applicable to the incident, including cause, size, current situation, resources committed, and other matters of general interest. This person also serves as the point of contact for the media and other government agencies which desires information directly from the incident scene.
 - A Liaison Officer who is responsible for serving as a point of contact with organizations that are supporting the response effort, but not part of the command structure located at the incident scene.

DARIEN DIRECTION AND CONTROL ANNEX

6. The Incident Commander directs all operations from the Incident Command Post which is located as close to the scene as practical.

D. TRANSITIONAL RELATIONSHIPS

In emergency response and/or recovery situations there can only be one person “in charge”. Depending on the situation, it may be appropriate for the Incident Commander to be the person in charge; at other times important decisions must be made away from the incident site, or before an incident site is established, at the EOC. The direction and control function may transition from the incident scene(s) to the EOC or from the EOC to the scene(s).

From EOC to the Scene: The establishment of an emergency site Incident Command Post may not be possible or appropriate during the initial response phase of some emergencies. As several operationally related actions may be required to be completed before an emergency scene is established, therefore many of the initial response actions must be taken from the EOC. When the effects of the incident/emergency situation become clearer, and a specific emergency site is defined, command can be transitioned to an Incident Commander that has responded to the scene. Once command is transitioned to the IC, the EOC would provide support, and would not be responsible for operational decision making.

From Multiple Scenes to the EOC: As emergencies escalate into large scale disaster proportions, more than one scene (and more than one IC) can become involved. As this happens, it is then important for field operations to be coordinated through the EOC. Each IC will be informed of the expanding scope of operations that will be coordinated through the EOC. The IC's are advised of the expanding scope of operations, and the developing competition for resources. It is in the prioritizing the allocation of limited resources that the EOC will need to be in control of during the response phase.

Inter-Jurisdictional Relationships: Initial emergency response by the town will, to the maximum extent possible, be by the town. If additional assistance is needed, it will be obtained through existing “mutual aid” agreements. Assistance to take care of other unmet needs should be requested through the State Emergency Management Area I EOC. If additional assistance, beyond State capabilities is needed, the State Office of Emergency Management Headquarters would coordinate requests with the appropriate Federal agencies, including a request for a Presidential Disaster Declaration to allow supplemental Federal financial and technical assistance to be provided.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The First Selectman, or anyone legally administering that office, is responsible for managing large scale emergency situations, mobilizing resources and ordering large scale evacuations.

DARIEN DIRECTION AND CONTROL ANNEX

1. Activates the EOC (full or partial activation), when appropriate.
2. Directs tasked organizations to ensure response personnel report to the appropriate locations (EOC, emergency scene, work station, staging area, etc.) in accordance with the organization's SOP.
3. When notified, reports to the EOC.
4. If appropriate, identifies and establishes contact with IC(s) in the field.
5. Provides overall direction of emergency response operations, until an emergency scene is established and an IC assumes this responsibility. For emergency situations that occur with little or no warning, an IC may already have responded to the scene and taken charge before notification of the First Selectman.
6. As appropriate, designates an IC to direct tactical operations at each emergency scene.
7. As appropriate, directs implementation of protective actions for public safety.
8. If necessary, directs EOC staff to relocate to the alternate EOC to continue operations.
9. When appropriate, terminates response operations and releases personnel.

The FIRE DEPARTMENT has additional responsibilities for:

1. When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other locations, as appropriate.
2. Identifies an IC and establishes an Incident Command Post (ICP), if appropriate, assigns appropriate personnel to IC staff.
3. Performs IC duties at the emergency scene, if appropriate.
4. Sends a senior representative to the EOC, when the EOC has been activated during an emergency.
5. Notifies the EOC of the situation if the original notification did not come from the EOC.
6. Manages fire/rescue resources, directs fire operations, rescues injured people during emergency operations, and determines the need, as appropriate, for evacuation of the immediate area in and around the emergency area.

DARIEN DIRECTION AND CONTROL ANNEX

7. Assists, as appropriate in the evacuation of people at risk in the immediate area in and around the emergency scene.
8. Alerts all emergency response organizations of the dangers associated with technological hazards and fire during emergency operations.

The POLICE DEPARTMENT has additional responsibilities for:

1. When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other locations, as appropriate.
2. Identifies an IC and establishes an ICP, if appropriate, assigns appropriate personnel to IC staff.
3. Performs IC duties at the emergency scene, if appropriate.
4. Sends a senior representative to the EOC, when the EOC has been activated during an emergency.
5. Manages law enforcement resources and directs law enforcement operations. Duties may include:
 - Directing and controlling traffic during emergency operations.
 - Assisting in the evacuation of people at risk in and around the emergency scene.
 - Controlling access to the scene of the emergency or the area that has been evacuated.
 - Providing security in the area affected by the emergency to protect public and private property.
 - Conducting damage assessment activity (through use of aircraft, helicopter, or other police vehicles as appropriate).

The EOC MANAGER (Normally, this job is performed by the town's Emergency Manager.):

1. Immediately notifies the First Selectman of significant emergency situations that could affect the town.

DARIEN DIRECTION AND CONTROL ANNEX

2. When directed by the First Selectman, or when circumstances dictate, notifies all tasked organizations, informs them of the situation, and directs them to take the actions appropriate for the situation (report to EOC, scene of emergency, stand by, etc.) in accordance with their organization's SOP.
3. Activates EOC when directed to do so by the First Selectman or when the situation warrants such action.
4. Manages EOC resources and directs EOC operations. Duties may include ensuring the following activities/actions are done:
 - ***Information Processing:*** This task involves the collection, evaluation, display, and dissemination of information about the emergency situation to help support the town's response operations. Information collection sources include, but are not limited to: emergency response organizations, media, neighboring communities, State and Federal governments, volunteer groups, private sector businesses, citizen's, etc. Typical tasks associated with information processing may include:
 - ◇ Maintaining a significant events log.
 - ◇ Message handling.
 - ◇ Aggregating damage information from all available sources.
 - ◇ Identifying resource needs.
 - ◇ Preparing summaries on status of damage.
 - ◇ Preparing briefings for senior management officials.
 - ◇ Displaying appropriate information in the EOC.
 - ◇ Preparing and submitting necessary reports when required (re: situation critical resource status, etc.), including Local Government Situation Reports (OEM Form 233) to the State Area I EOC, as appropriate.
 - Coordinating logistical support for response personnel and disaster victims
 - When directed by the First Selectman, or when conditions warrant such action, relocating staff to the alternate EOC in order to continue response operations.
 - When directed by the First Selectman, terminating operations and closing the EOC.

DARIEN DIRECTION AND CONTROL ANNEX

The PUBLIC WORKS DEPARTMENT has additional responsibilities for:

1. When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other locations, as appropriate.
2. Identifies an IC and establishes an ICP, if appropriate, assigns appropriate personnel to IC staff.
3. Performs IC duties at the emergency scene, if appropriate.
4. Notifies the EOC of the situation if the original notification did not come from the EOC.
5. Sends a senior representative to the EOC, when the EOC has been activated during an emergency.
6. Manages public works resources and directs public works operations. Duties may include:
 - Performing debris removal operations.
 - Assisting in urban search and rescue (US&R) efforts.
 - Conducting damage assessment activities (through the use of vehicles, remote video equipment, etc., as appropriate).
 - Providing emergency generators, fuel, lighting, sanitation to support emergency responders at the emergency scene and at the EOC.
 - Assisting in the evacuation of people at risk in and around the emergency scene.
 - Coordinating with utility companies to restore power to disaster victims.

The EMERGENCY MANAGER has additional responsibility for:

1. Ensuring appropriate staff members' report to the EOC.
2. Duties may include:
 - Coordinate EOC operations.
 - Staffing the Information Processing Section.
 - Advising/briefing the First Selectman and other key members of the emergency response organization on the emergency situation.
 - Recommending to the First Selectman actions to protect the public from the life threatening consequences associated with the emergency situations.

DARIEN DIRECTION AND CONTROL ANNEX

The PUBLIC INFORMATION OFFICER (PIO) has additional responsibility for:

1. When notified, reports to EOC or incident scene as appropriate.
2. Handles inquiries and informs the public about disaster damage, restricted areas, actions to protect and care for companion animals, farm animals, and wildlife, and available emergency assistance.
3. Refer to Annex D (EPI) for additional operational tasking.

The HEALTH AND MEDICAL COORDINATOR has additional responsibility for:

1. When notified of an emergency situation, sends a representative to the EOC, if appropriate.
2. Coordinates the health and medical treatment activities of all response organizations involved in providing medical assistance to disaster victims.
3. Coordinates necessary mortuary services, to include operations of temporary morgues, and identification of victims.
4. Collects information and reports damage/status of health and medical facilities and equipment to the EOC.

The COMMUNICATIONS COORDINATOR has additional responsibilities for:

1. Serves as a member of the EOC team.
2. Ensures the emergency communications section in the EOC is equipped with the appropriate communications gear.
3. Refer to Annex B (Communications) for additional operating tasking.

The WARNING COORDINATOR (position may be combined with Communications Coordinator, and when practical should be permanently assigned to the EOC).

1. Develops and maintains a phone and/or radio frequency list for notifying emergency response personnel, neighboring communities, and the State Area I EOC of an emergency situation.

DARIEN DIRECTION AND CONTROL ANNEX

2. Develops and maintains a phone list or other means for warning special locations, such as schools, nursing homes, major industrial sites, institutions, and places of public assembly.
3. Identifies public and private service agencies, personnel equipment and facilities that could be called upon to augment the town's warning capabilities.
4. Refer to Annex C (Warning) for additional operational tasking.

The EVACUATION COORDINATOR has additional responsibilities for:

1. When notified of an emergency situation, reports to the EOC, if appropriate.
2. Coordinates implementation of evacuation actions with the appropriate tasked organizations.
3. Refer to Annex E (Evacuation) for additional operating tasking.

The MASS CARE COORDINATOR (Shelter) has additional responsibilities for:

1. When notified of an emergency situation, reports to the EOC, if appropriate.
2. Coordinates implementation of mass care actions for the public with the appropriate tasked organizations.
3. Refer to Annex F (Mass Care) for additional operational tasking.

The RESOURCE MANAGER has additional responsibilities for:

1. When notified of an emergency situation, reports to the EOC, if appropriate.
2. Coordinates implementation of resource management activities with the appropriate tasked organizations.
3. Refer to Annex H (Resource) for additional operational tasking.

The TOWN ATTORNEY, when notified of an emergency situation, sends a representative to the EOC if appropriate.

DARIEN DIRECTION AND CONTROL ANNEX

The SUPERINTENDENT OF SCHOOLS has additional responsibilities for:

1. When notified of an emergency situation, sends a representative to the EOC, if appropriate.
2. Protect students in school when an emergency situation occurs.
3. Evacuates students, if appropriate.
4. When directed by appropriate authority, closes school facilities and releases students.
5. When directed by appropriate authority, make schools available for use as mass care facilities.
6. Conducts damage assessment of school facilities.

The TREASURER AND BOARD OF FINANCE have additional responsibilities for:

1. When notified of an emergency situation, reports to the EOC, if appropriate.
2. Provides the Resource Manager and the First Selectman summary briefings on the status of financial transactions.
3. Maintains records of all financial transactions during response operations.
4. Handles all procurement requests initiated by response organizations.
5. Establishes a procedure for the town to accept “cash donations”, where statute permits such action; however, communities may wish to avoid competing with non-profit organizations’ efforts to fund their activities.
6. Becomes familiar with the protocol and procedures required by the Robert T. Stafford Act (P.L. 93-288) that are applicable to reimbursing the town for eligible expenses associated with Presidentially Declared Disasters.
7. Upon termination of the response effort, prepares the appropriate reports that address costs incurred by the town during the emergency situations.

The MILITARY DEPARTMENT may provide personnel and equipment to support direction and control actions at the scene and/or the EOC (at the direction of the Governor).

DARIEN DIRECTION AND CONTROL ANNEX

VOLUNTEER ORGANIZATIONS, when notified of an emergency situation, sends a representative to the EOC, if appropriate.

PRIVATE UTILITY COMPANIES, when notified of an emergency situation, sends a representative to the EOC, if appropriate.

The ANIMAL CARE and CONTROL AGENCY will:

1. When notified of an emergency situation, sends a representative to the EOC, if appropriate.
2. Manages public and private sector efforts to meet the animal services that arise including;
 - Rescue and capture of animals that have escaped confinement, and displaced wildlife.
 - Evacuation.
 - Sheltering.
 - Care of the injured, sick, and stray.
 - Disposal of dead animals.
3. Activates emergency response teams (evacuation, shelter, medical treatment, search and rescue, etc.) as needed.
4. Prepares a resource list that identifies the agencies/organizations that are responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large scale emergencies and disasters.
5. Coordinates response activities with the appropriate representatives in the EOC (EOC Manager, Evacuation Coordinator, Mass Care Coordinator, Red Cross, Public Information, Health Director, Resource Manager, etc.).
6. Coordinates the rescue of injured or endangered animals with fish and game divisions, wildlife organizations, cooperative extension offices, veterinarians, etc.

ALL TASKED ORGANIZATIONS will:

1. Activate a control center to support and facilitate the organization's response activities (dispatch and manage personnel and resources, maintain a significant events log, report information to the information processing center at the EOC, coordinate with organizational personnel at the emergency scene or EOC, etc.). If appropriate, send a representative to the EOC.

DARIEN DIRECTION AND CONTROL ANNEX

2. Establish a procedure to identify, and report to the Information Processing Section in the EOC, damage to organizational resources and facilities. Additional tasking may include responsibility for reporting damage to, or status of, critical facilities, such as:
 - Emergency service facilities and equipment (fire stations, police stations, custodial facilities, hospitals, and other health care facilities, rescue squads, public works, etc.).
 - Communications networks (telephones, emergency service radio systems, repeater sites and base stations, television and radio stations, etc.).
 - Water supply system/facilities, to include waste water treatment.
 - Utilities (substations, power lines, etc.).
 - Transportation networks (roads, bridges, rail terminals, maritime ports).
 - Homes, businesses, public facilities, etc.
3. Where appropriate, ensure that organization staff member(s) tasked to work in the EOC during emergencies have authority to commit resources and set policies.
4. Provide support to the IC, as required.
5. If appropriate, establish a protocol for interfacing with State/Federal responders.
6. Coordinate with the PIO and clear press releases with the First Selectman before releasing information to the media for public consumption.

V. **ADMINISTRATION AND LOGISTICS**

The First Selectman will initiate emergency declarations upon evaluating recommendations by the Fire Chief, Police Chief, Director of Health, Director of Public Works, Emergency Management Director and/or other appropriate officials. He will initiate damage surveys, damage estimates, and damage survey inspections as advised by the Emergency Management Director.

The Emergency Management Director is responsible for coordinating State/Federal administrative requirements during the emergency period, and for providing damage reports to the State Emergency Management Area I Coordinator.

DARIEN DIRECTION AND CONTROL ANNEX

Each agency/department head will submit such reports or ledgers to the EOC relating to their agency's expenditures and obligations during the emergency conditions, as prescribed by the First Selectman and/or Treasurer.

The Emergency Management Director, or designee, will submit daily (or more often if appropriate) situation, resource consumption, resource shortfall, etc. report(s) to the State Area I EOC.

The Emergency Management Director, or designee, will report on the status of the mass care services being provided by volunteer agencies or other non-governmental organizations. State Office of Emergency Management Form 233 (Local Government Situation Report) should be used to provide mass care information.

Self-support. Each tasked organization will provide its own logistical support during the initial phase (the first 24 hours) of response operations. See the Darien "All Hazard" Mass Care Annex for specific details. Additional support should be obtained through the Town EOC, or the IC, as appropriate.

Agreements and Understandings. When the town's resources prove to be inadequate during emergency operations, requests should be made to obtain assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual aid agreement and understandings. All agreements and understandings should be entered into by duly authorized officials and should be formalized in writing.

VI. ANNEX MAINTENANCE

This Annex will be updated as necessary, based on deficiencies identified through exercises, drills or actual emergencies. The Emergency Management Director will review the Annex annually and will update on a four-year cycle.

VII. PROMULGATION

This Annex will become effective upon the approval of the Emergency Management Director, and First Selectman. When approved, this Annex will supersede any and all previously written and approved Direction and Control Annexes.

VIII. AUTHORITY

Authority for this Annex is contained in Darien's Emergency Operations Plan (EOP); Title 28, Chapter 517 of the Connecticut General Statutes as amended; and such Executive Orders and Town Ordinances as may be applicable.

DARIEN DIRECTION AND CONTROL ANNEX

Attachment 1

EMERGENCY OPERATIONS CENTER

Emergency Telephone Numbers/Staffing Assignments
Emergency Operations Center – 2 Renshaw Road, Darien CT 06820

<u>Position</u>	<u>Name</u>	<u>Telephones</u>	
		<u>Home</u>	<u>Business</u>
First Selectman	Robert F. Harrel, Jr.	655-3076	656-7338
E.M. Director	John W. Jordan	655-2854	656-7305
Fire Chief Darien	Steven J. Palmer		
Fire Chief Noroton	Michael Vitti	327-1436 Pg. 363-6534	655-1323
Fire Chief Noroton Heights	Marc McEwan	656-2728	656-7345 Pg. 357-2767
Police Chief	Hugh McManus	853-4534	655-9030
Supt. Of Public Works	Robert Steeger	849-0055	656-7346
Administrative Officer			656-7338
Social Services Director	Judith Morrison		656-7328
EMS Director	Richard Koch	Pager 425-0147	
Health Director	Margaret M. McLaughlin, M.D.	359-3112	656-7320
Building Official	Charles A. Saverine		656-7347
School Superintendent	Darrell Lund		656-7418

DARIEN DIRECTION AND CONTROL ANNEX

Attachment 2

LIST OF SPECIAL LOCATIONS

Educational Facilities:

Telephone

Darien Senior High School	655-3981
Middlesex Middle School	655-2518
Hindley Elementary School	655-1323
Hollow Tree School	655-7025
Ox Ridge Elementary School	655-2579
Royle Elementary School	655-0044
Tokeneke Elementary School	655-9666
Plumfield Private Day School	655-1561

Libraries:

Darien Public Library	655-2568
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Fire Stations:

Darien Fire Department	655-1414
Noroton Heights Fire Department	656-2728
Noroton Fire Department	656-7345

Recreational Facilities:

Baker Field	Cherry Lawn Park
Country Club of Darien	The Middlesex Club
Noroton Yacht Club	Ox Ridge Hunt Club
Stoney Brook Park	Tilly Park
Tokeneke Beach Club	Town Beaches (Peartree Point)
YMCA (Post Rd.)	Wee Burn Country Club
Woodland Park (Nature Preserve)	Woodway Country Club
YWCA Hoyt St./Old Kings Hwy.	

DARIEN DIRECTION AND CONTROL ANNEX

Attachment 2, Con't

LIST OF SPECIAL LOCATIONS

Municipal Facilities:

Darien Town Hall	656-7300
Police Headquarters	662-5300
Sewage Treatment Plant,	Nearwater Lane

State, Regional, Federal Facilities:

Emissions Test Center	Brookside Dr.
Darien Post Office	30 Corbin Dr.
Noroton Heights Post Office	140 Heights Rd.

Nursing Homes:

Mediplex of Darien	655-7727
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Day Care Centers:

First Congregational Church Nursery School	866-2184
Noroton Presbyterian Nursery School	655-3223
St. Luke's Nursery School	655-4067
United Church of Rowayton Nursery School	853-3554
Methodist Family Center Preschool	655-7407
YWCA Childrens Center at Holmes School	
Our Gang Nursery School	655-3810
Community Cooperative Nursery School, Inc.	866-2184
King & Low-Heywood Thomas School	322-3496

Attachment 3

LOG AND MESSAGE PROCEDURES

STATUS BOARDS: Boards and charts which must be current are:

1. List of Events
2. Current Status
3. Situation Map
4. Shelter Status Board
5. Maps

Status Boards include operational status of emergency forces, emergency workers and equipment deployed for each department.

Event Board list major events, time the event happened, where it happened, and measures taken to recover from the event.

Shelter Status Board list locations of shelters and number of shelterees in each.

A large town map should be used to depict emergency situation and impediments to emergency and recovery operations.

EMERGENCY LOGS:

Incoming Messages: Post messages in log in order of receipt. Use sender's message number, origin, date/time group and brief title of message.

Outgoing Messages: Assign next number in book using a three digit number starting with 001. Post message in log giving number, destination, date and time and brief title.

Message Runner: Deliver all incoming messages to the Operations Officer and deliver outgoing messages to the Log Clerk for number, then to appropriate communicator. Runner must know which communicator is in contact with addressee.

Urgent (U) messages have the highest priority and must be delivered first.
Priority (P) messages are second and Routine (R) have the lowest priority.
Runner must make sure that message copies are returned to the proper file.